


Policy No. 001
Effective Date:
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Approved: 

LABOR CHARGING
AND
TIME SHEET PREPARATION POLICY

I. PURPOSE

The importance of accurate labor charging and time cards preparation cannot be overemphasized. Time cards are the basic source document for proper payment for work performed and paid absences, and also provide the basis for billing certain customers. All employees must adhere to the procedures set forth in this policy. Failure to adhere to these procedures will result in disciplinary action.

II. LABOR CHARGING

A. Total Time Accounting

Employees are required to record all hours worked in accordance with Section C, Flex Time.

B. WAIS Time Reporting Period

Time sheets shall be submitted by employees on a semi-monthly basis. The reporting dates will be the 15th and final days of the month. All time sheets should be submitted to the home office no later than 3 days after the end of the reporting period.

C. Flex Time

WAIS operates on unqualified flex time. This means that within each reporting period employees may charge time any day (Sunday through Saturday) and any hours (00:00 to 24:00) as long as they work on WAIS's related business activities. The time charged should accurately record the hours worked per day and be directly related to the account number charged.

D. Travel Charging

When company travel is required, employees should accurately charge the appropriate account number for the time from when they depart from their home, office, or normal work location until they reach their destination (i.e., hotel, client's office, etc.). After reaching destination, refer to sections B and C of this policy. Employees should not charge weekend stay-overs unless working.

E. Bid and Proposal

This account should be charged only when working on proposal activities. This includes time spent during bid/no-bid decisions. Specific bid and proposal charge numbers will be assigned as required.

F. Indirect

Employees should only charge to contract account numbers when the work being performed is directly associated with fulfilling the requirements of the contract, including associated travel. All other time should be charged to one of the following indirect accounts.

a. Non-Chargeable - This account should be used for any idle time, reading of periodicals, preparation of time sheets and expense reports, and/or any self-development related to WAIS activities.

b. Holiday - Eight hours should be charged to this account when holidays are observed (if work is required, a holiday should be charged in addition to normal work in accordance with Section C).

c. Personal Time Off - This account includes vacation, sick, family emergency, or sundry personal matters. Eight hours should be charged for full days off.

d. Business Development - This account should be charged when trying to generate new business that is not related to a proposal -- solicited or unsolicited.

e. Administration - This account is to be used by administrative staff only. Direct charging personnel should charge the non-chargeable account for non-contract related activities.

III. TIME SHEET PREPARATION

A. The responsibility of the employees are:

1. Personally recording his or her time on the timesheet.
2. Accurately charging the correct direct or indirect account number for work actually performed.
3. Accurately entering the hours charged to direct or indirect and the corresponding account number.
4. Recording time daily and in ink (pencil or computer-generated print is not acceptable).
5. If corrections are required, they must be made by crossing out the incorrect entry and inserting the correct entry (no erasures or "white-outs" are allowed; all corrections must be initialed by the employee).
6. Signing all time sheets, certifying the accuracy of the recorded labor effort for supervisory review and signature.
7. Turning in the time sheet on a timely basis.

B. Time Card Violations

Violations include, but are not limited, to the following:

1. Entering hours worked before completing the day.
2. Not completing the time sheet at the end of the day.
3. Using pencil or computer-generated print instead of ink.
4. Using white-out or erasures.
5. Intentionally recording time against a charge number other than that appropriate for the task.
6. Encouraging or directing others to mischarge time.
7. Approving time card entries known to be false.
8. Signing time card before all hours are entered for the reporting period.

Violations will be reviewed on a case-by-case basis by the supervisor. The employee will be subject to the appropriate disciplinary action. Appropriate disciplinary action can include any of the following:

1. Verbal warning by the supervisor;
2. Written warning by the supervisor;
3. Probation period;
4. Immediate discharge;
5. Civil charges due to fraudulent mischarges.